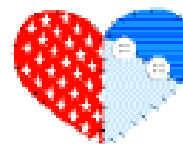


NEWS YOU CAN USE!

From the Division of Data Policy Management and Research
Kentucky Department of Education



February 2004

New and improved Data Standards Document:

The 2003-04 6.0 STI Office Data Standards Document has been revised for ease of use (requirements have not changed). It is in a Word document and includes the standards, screen shots and general information needed for users to comply with the required data standards that were due to be implemented January 1, 2004. As STI versions change, we will update this document with any additional data requirements. We hope this will make your work a little easier! You may access the document at:

http://www.education.ky.gov/cgi-bin/MsmGo.exe?grab_id=29260224&EXTRA_ARG=&host_id=1&page_id=349&query=data&hiword=DATA+

If you have questions, please contact Windy Newton (see her bio below!) at (502)564-5279 or mail to: wnewton@kde.state.ky.us.

STIState Project:

Thanks to all who participated in the information gathering sessions we had during the 2003 STI User's Conferences. As promised, we have been working to get answers to all your questions. A STIState update is available at:

<http://www.education.ky.gov/KDE/Administrative+Resources/Data+and+Research/Statewide+Enrollment/default.htm>

One commonly asked question has been about cost. There is no cost for STIDistrict Enrollment or the STIState Replication software. Results from the recent district registration survey will determine whether your district server will require an upgrade. STIState requires a minimal amount of additional storage for increased SQL log size and space for the hidden file share that holds district data prior to it being replicated to the State. As long as you are meeting the hardware requirements for STIDistrict, your current server should be adequate.

Microsoft SQL CAL licenses are concurrent licenses and the district should ensure that there are enough licenses to allow for all school and district users to be connected simultaneously in order for the enrollment users to be on at the same time. The licenses are about \$26 apiece. You may already have these, if not, typically you will need:

- 1 per each school-level user of the STIDistrict Enrollment function
- 1 for each District Workstation user
- 1 for each District SETS user (may be counted as District Workstation user above)
- 1 for each Import Engine (each district usually has only 1 import engine, but larger districts may have more than 1)

If you have questions about STIState costs and requirements please contact Craig Garrison at (502)564-2020 Ext 219 or mail to: cgarriso@kde.state.ky.us.



What's up with Max?

In mid November Max received a new Project Manager, Joanne Anderson-Ramey. She was a native Ohioan until June of 2003. At that point she moved to Florence and became a bona fide Kentuckian. She has two married daughters and eight grand children. Joanne comes from a family of educators, so she truly understands and appreciates the challenges facing both parents and educators in these times. Joanne brings a lot of project management skills to the team having worked as a project manager or lead since 1980. Her professional experience includes work on various technology projects for insurance companies, county government, non-profit organizations, the banking industry and education. Her education background includes work as the Manager of Applications Development and Assistant Director for Planning and Technology for Dayton City Schools, Ohio. Joanne brings experience with multiple technologies to the Max project. Her addition to the team will mean nothing but good things for the Max team and the vision of Max. Welcome Joanne!

What is a District Data Point of Contact?

The DPOC functions as the first line of contact for inquiries on data content or reporting from the district. The following list is a basic outline of Data Point of Contact duties:

✍ They are the primary point of contact to receive inquiries, and either answer or refer the question to district staff responsible for that area regarding the data reported for the district and its schools.

✍ The DPOC provides or identifies available resources for data-related technical assistance to school and district personnel responsible for entering or reviewing the data. They also provide or identify available assistance for accessing and utilizing the data

reports that will be made available through Max. The DPOC is authorized to access the KETS Help Desk for assistance.

✍ The DPOC should ensure that data provided by the district is accurate and timely.

✍ In addition to addressing questions on data content, entry, and reporting, the DPOC ensures that all staff involved with providing data on behalf of the district are properly trained and knowledgeable on the data system(s) and aware of the importance of accuracy and timeliness will be critical.

✍ The DPOC develops a plan that the district will follow to perform data analysis and make decisions utilizing school, district, and enterprise data. Additional assistance is planned by KDE for districts in this area as we continue to enhance the Max System.

You can find out who the DPOC for your district is by going to the Max data system at: http://kdemaxport2.kde.state.ky.us:7777/servlet/page?_pageid=162,164&_dad=portal30&_schema=PORTAL30

- ~ Select on Mailing Labels
- ~ Under Mailing Labels and Contact Lists select District and School Staff
- ~ Under Section 3. District-Level Options, Role, select Data Point of Contact - District from the drop down menu
- ~ If you want to see only your district, select your district from the District drop down menu
- ~ Click on the Go button

DPOC(s) are encouraged to attend KTLC in March. Below you will find a brief description of sessions offered by DPMR and other KDE staff.



The Kentucky Teaching and Learning Conference (KTLC) will be held March 4-6, 2004, in Louisville. KTLC will offer hands-on activities and programs designed to support higher levels of student achievement as well as connect with Kentucky's Standards and Indicators for School Improvement. Registration information is available at <http://kentuckytlc.org/>. Don't forget to make plans to attend! DPMR will offer the following sessions on Friday, March 5th:

SESSIONS:

STIState: SOS - State of STIState - Friday, 9:30-10:30

This session is an overview of how this "behind the scenes" module will process centralized enrollment, student identifiers, and state reporting.

Those Darn Data Standards! - Friday, 11:00-12:00

This session will detail the new data standards that will be required in STIOffice for the 2004-05 school year.

SSID: Sending Student Information Discreetly - Friday, 4:00-5:00

This session will describe how assigning a unique student ID will benefit the district by assisting in transfer of student records from one school to another, locating students that have withdrawn to another school, and performing longitudinal analysis on students from preschool through college.

Secure Eye for the Data Guy - Friday, 1:00-2:00

This session will offer guidance on implementing security within STIOffice/District to ensure that only those individuals within your school/district that should have access to specific student information do, by setting up security groups.

Max - ED's Best Friend - Friday, 2:30-3:30

This session will show how Max can assist all education partners in making informed data driven decisions.

In addition, we have worked with STI to provide the following workshops:

What Makes STI Work?

This workshop is intended to provide a technical understanding of what needs to be done to maintain STI programs installed in schools/districts. Attendees will discuss technical issues such as dealing with file corruption, controlling directory access, and common technical support issues. Presented by STI staff.

Hands on Lab with STI Programs

This workshop is intended to provide attendees with an opportunity to ask questions and receive assistance in a lab environment. STI support/training staff will be on-site to demonstrate software functionality of STIOffice, DistrictSETS and STIDistrict and work through any issues a user may have with any of the programs. Presented by STI staff.



What is coming around the corner? A KEES workshop!

The Council for Postsecondary Education (CPE) and the Kentucky Higher Education Assistance Authority (KHEAA) will be participating in a Kentucky Educational Excellence Scholarship (KEES) workshop with KDE. This workshop offered to KEES Coordinators, Guidance Counselors, and others that are involved with submitting KEES data to KDE.

CPE is the agency that promulgates regulations on academic and course load criteria, KDE collects and submits data to KHEAA, and KHEAA disburses the funds to the universities and colleges.

The workshop will be held Wednesday, March 10, 2004 from 9:00 to noon (EST) at the Holiday Inn - Capital Plaza in Frankfort. Registration information was mailed to KEES Coordinators February 2nd. If you have questions, please contact Michelle Sutherland (known as "Moe") at (502)564-5279 or mail to: msutherl@kde.state.ky.us.

Staff Scoop:

Windy Newton joined the Division for Data Policy Management and Research, as a Resource Management Analyst II, on December 1, 2003. She will be working with the STI data team and STI data standards. Windy is originally from Lawrenceburg where she graduated from Anderson County High School. She then went on to Midway College where she earned an Associate's Degree in Computer Information Systems. Windy and her husband, Joseph, are the proud parents of daughter, Taylor, age 5 and son, Jalen, age 1. When not at KDE, Windy enjoys swimming, watching Taylor cheer, and shopping. We are pleased she has joined our team. Welcome Windy!

Tech Tip:

Did you know that you can set your Outlook options so that all email from a particular person appears in your Inbox in a different color? Here is how to set it up:

1. Select a message from the person whose messages you want to appear in your box in a different color.
2. Click *Organize*.
3. Click *Using Colors*.
4. In the first bulleted item, click the options you want.
5. Click *Apply Color*.

The next time that person emails you, his/her message will stand out from the rest!

Health Tip from Ray:

Decided to lose weight for the New Year????...

If becoming a lean, mean fitness machine is your goal, it can be discouraging to find your endurance and strength is not yet where you hoped it to be. Instead of dreaming of athletic excellence right away, aim for small achievements such as increasing every other workout by one to two minutes (until you reach at least 30 minutes total). Or aim to increase your flexibility so you can reach your toes more comfortably by your next birthday. Once you reach one short-term fitness goal, then set another one, such as adding two more reps (at the same weight) to each exercise in your strength-training program. No matter what your personal goals, remember to stay encouraged!!



Happy Valentines Day!



This and future issues of *NEWS YOU CAN USE!* may be found on the KDE web site. Just go to the Data Policy Management and Research page at <http://www.kentuckyschools.net/KDE/Administrative+Resources/Data+and+Research/default.htm> and click on "Newsletters".

Please let us hear from you! Suggestions for newsletter topics may be forwarded to Karen Waugh, mail to: kwaugh@kde.state.ky.us.